

26 FEB 1980

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Deputy Director for Science & Technology
Director, Personnel Policy, Planning & Management

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Non-Standard Basic Workweek

REFERENCE:

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1. Paragraph five contains a recommendation for the approval of the Deputy Director for Administration.

2. In order for FBIS to fulfill its mission the Communication Center and the Wire Services Staff at headquarters and the London and Okinawa bureaus are required to be staffed on a 24 hour basis, seven days a week. This staffing generally conforms to the standards established in reference for a basic workweek but there are occasions when two successive days off cannot be scheduled. In all instances the scheduled staff work hours equal 80 in a two week pay period.

3. These offices have been operating on a 24 hour shift basis for many years and scheduling procedures, T&A reporting etc., are well known. Approval for the non-standard workweek was previously obtained in 1966 from the then Director of Personnel and this paper seeks an update of that approval at the appropriate level.

4. The following information is included in the attachments as follows:

Attachment A - Exemplary work schedules for Okinawa covering Staff editors and the Chinese Foreign National Unit,

Attachment B - Work schedules and explanatory information submitted by London Bureau,

Attachment C - Exemplary work schedules for the Communications Center,

Attachment D - Exemplary work schedules for the Wire Services Staff.



SUBJECT: Non-standard Basic Workweek

5. It is requested that the Deputy Director for Administration approve non-standard workweeks for the four entities described above.



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Attachments:
As stated

CONCUR:



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[Signature] Deputy Director for Science & Technology

2/27/80
Date

APPROVED:



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[Signature] Director of Personnel
Policy Planning, and Management

3/18/80
Date